



Person Specification

Job Title: Safeguarding Officer

Qualifications	Essential	Desirable
Level 2 qualifications in English and Maths or equivalent	✓	
NVQ level 3 or equivalent in social care/child protection/ Safeguarding, or the willingness and ability to obtain within 18 months (qualifications below this level will be considered if applicant demonstrates solid experience, relevant knowledge and evidence of continuous professional development)	✓	
Willingness and ability to obtain and/or enhance qualifications and training for development in the post		✓
Experience		
Significant experience in safeguarding and child protection	✓	
Experience of working with other agencies, such as Social Care, NHS, etc.	✓	
Experience in the management and coordination of safeguarding of young people	✓	
Recent experience of working with children and families in the public, private or voluntary sector	✓	
Experience of working with secondary age students	✓	
Skills		
Ability to effectively communicate with a wide range of audiences, verbally and in writing	✓	
Ability to work well under pressure and manage competing deadlines	✓	
Ability to respect and maintain confidentiality	✓	
Ability to use standard ICT packages including Microsoft Office	✓	

Ability to document and implement policies to comply with changing legislation	✓	
Awareness of whole school and wider educational issues		✓
Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues.	✓	
Understanding of academy child safeguarding procedures	✓	
Other		
Satisfactory DBS check	✓	